2.5.1

Reforms in Continuous Internal Evaluation (CIE) system at the institutional level

Institute has made the following reforms in Continuous Internal Evaluation.

* Students and parents are made aware of the rules and regulations of the University regarding continuous internal evaluation during the orientation program for the parents and repeated during the PTA meetings. The rules are also published in the institute website. They include the attendance requirement, components of internal marks, minimum marks requirements and grading methodology.
* Dates and portions for the internal tests are communicated to the students before the commencement of the semester. These dates are strictly adhered to.
* Results of these internal tests will be given within three days after the test. Question paper will be discussed in the class, with the scheme. Grievances, if any, will be addressed immediately.
* A progress report containing marks and attendance obtained by the student for each subject, class average and class highest for each subject, rank of the student and performance in the previous tests will be prepared and sent to the parents. Countersigned progress reports will be maintained in the file of the student.
* Internal marks are calculated at the end of the semester, in line with the directives of the University. This will be circulated among the students and grievances, if any, will be addressed immediately. Signature of the students will be collected against their internal marks, before submitting them to the University.
* Institute also conducts a weekly test, of 10 minutes duration, to inculcate the habit of regular study.
* Assignments are made relevant to learning beyond the syllabus.
* Seminars are evaluated by all faculty members. In order to ensure that all students attentively participate in all the seminars, a quiz is conducted based on the seminar topics.
* Three interim evaluations are conducted for projects. A team of teachers assess the projects and ensure that the objectives of carrying out the project is achieved.
* Coordinator of internal examinations maintains a file of all activities related to the examinations.
* The course outcome and their attainment is kept in mind, while preparing the internal question papers.
* Teachers prepare a detailed mark statement, and identifies the areas not understood by majority of the students.
* Internal exams are conducted in the examination hall, equipped with CCTV.